

COMPETITIVE SEALED BID
City of Norfolk

BID NO. 1303

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Bids open at 1:00 P.M. on 12-5-00

The bidder offers to furnish the City of Norfolk, F.O.B. the point specified, the following, in accordance with specifications and at the price quoted herein.

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QUANT	DESCRIPTION	UNIT PRICE	TOTAL
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Bids are hereby requested to furnish and deliver the following to the City of Norfolk, Department of Utilities, Director's Office, Second Floor, 400 Granby Street, Norfolk, Virginia 23510.

INSIDE DELIVERY REQUIRED.

The attached Purchase Order Terms and Conditions will be applicable to any award made pursuant to this solicitation.

Overruns will not be accepted or paid for by the City of Norfolk.

Proof sample required. Proof sample must be original, fax not acceptable.

Proofs must be sent to the attention of Ms. Peg Nelson at the above address. Telephone: (757) 664-6730.

The City of Norfolk will provide pictures and copy on disk, but the vendor will be required to do the layout for this project.

Procurement of services of a designer, printer and mailhouse to create, product and distribute the department's annual Water Quality Report.

This agreement shall be for the period beginning December 6, 2000 and ending December 5, 2001. The City of Norfolk reserves ther exclusive option to extend this agreement for two (2) additional twelve (12) month period

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at no increase in price.

Bidder must be capable of performing all three functions of this project.

The following specifications are for all three phases of the project.

DESIGN:

12 - 14 hours of design work.

Some Photoshop/photo enhancement work will be required.

Publication designed for direct mailing in accordance with United States Postal Service guidelines.

Document to include text, photos, map and table of substances in drinking water.

Document size 11" x 17" folded 3 times to 8-1/2" x 3-3/4" finished size.

Self mailer.

PRINTING:

Size: 11" x 17" flat.

Paper: 80 Lb dull enamel

Ink: Four color black text ink.

Quantity: Approximately 103,000 or number matching Norfolk business/residence database.

Printed both sides.

Folded three times to 8-1/2" x 3-3/4" finished size.

Product ready to mail complete not later than April 24, 2001.

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Paper stock offered:_____

MAILING:

Use most recent database of all residences and businesses in Norfolk.

Merge purge and ace and presort to eliminate duplicate mailings.

Presort standard or bulk mail for lowest postage rate.

Document tabbed for post office requirements.

Mailing must be completed not later than May 5, 2001.

Vendor will be provided with City of Norfolk bulk rate postage permit number.

The quantity stated herein is approximately 103,000, therefore pricing is requested Per M.

BRAND NAME "OR EQUAL" SPECIFICATIONS:

The provisions of Section 33.1-52 City Code apply. If and wherever in this proposal a brand name, make, name of any manufacturer, trade name, or vendor catalog number is mentioned, it is for the purpose of establishing a grade or quality of material only. Since the City does not wish to rule out other competition and equal brands or makes, the phrase OR AN APPROVED EQUAL is added. However, if a product

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other than that specified is bid, it is the vendor's responsibility to name such a product within his bid and to prove to the City that said product is equal to that specified. In all instances where an "or equal" or an alternate item is offered, bidders are to include a statement that the item being offered meets the specifications of the requested item. Additionally, bidders shall list all deviations from the listed specifications. Submission of specification sheets, brochures, or published literature describing the item being offered does not fulfill this requirement. Any article which the City in its sole discretion determines to be equal of that specified, considering quality, workmanship, economy or operation, and suitability for the purpose intended, shall be accepted.

Is your firm a minority owned business:
YES _____ NO _____

Minorities include Blacks, Hispanic and Asian Americans, American Indians, Eskimos and Aleuts.

Is your firm a woman owned business:
YES _____ NO _____

In accordance with Chapter 7, Virginia Public Procurement Act, Section 11-51 the following provisions will be incorporated in any contract/purchase order resulting from this solicitation over \$10,000.

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1. During the performance of this contract, the contractor agrees as follows:

(a) The contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex or national origin except where religion, sex or national origin is a bona fide occupational qualification reasonably necessary to the normal operation of the contractor. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this non-discrimination clause.

(b) The contractor, in all solicitations or advertisements for employees placed by or on behalf of the contractor, will state that such contractor is an equal opportunity employer.

8 Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation, shall be deemed sufficient for the purpose of meeting the requirements of this section.

2. The contractor will include the provisions of the foregoing paragraphs a, b and c in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

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The City of Norfolk in determining the award of any contract for paper and paper products, shall procure using competitive bidding and shall award, to the lowest responsible bidder offering recycled paper and paper products of a quality suitable for the purpose intended, and in accordance with current EPA Procurement Guidelines for Paper and Paper Products, so long as the bid price is not more than ten percent (10%) greater than the bid price of the low responsive and responsible bidder offering a product that does not contain recycled materials.

Questions concerning this bid should be directed in writing via fax to John B. Facenda, CPPB, Buyer II at (757) 664-4018.

YOUR COMPANY INFORMATION:
(Please print or type)

Street Address:_____

City, State, Zip:_____

Telephone Number:_____

Fax Number:_____

Contact Person:_____

Business Hours:_____

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Less _____% cash discount for payment 10th proximo

Cash discount will not be considered in bid award if payment terms are altered.

SHIPMENT WILL BE MADE WITHIN __ DAYS AFTER RECEIPT OF ORDER. TOTAL ID:

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Vendor _____	Member of Firm Signature _____
Phone _____	Print or type name _____

CONDITIONS OF BID

(1) The City reserves the right to reject any or all bids. (2) The right is reserved to make the award by gross or item. (3) Trade name and grade of commodities offered must be stated in this bid. (4) The bidder expressly warrants that the price or prices quoted herein are not the result of an agreement or understanding, expressed or implied, with any other bidder or bidders. (5) Municipalities are exempt from direct Federal Excise Tax; therefore, this Tax should be eliminated when submitting bid. Exemption Certificate will be supplied by the City when such Tax is involved. (6) The City of Norfolk reserves the right to waive any or all informalities when the same is deemed to be in the best interest of the City. (7) BID MUST BE SIGNED, SEALED AND RECEIVED BY THE CITY PURCHASING AGENT, ROOM 607, CITY HALL BUILDING PRIOR TO OPENING HOUR, WITH BID NUMBER, OPENING DATE AND BIDDER'S NAME SHOWN CLEARLY ON FACE OF ENVELOPE. (8) Failure to respond to all bids may be cause for removal from bid list. (9) A tabulation of bid results may be obtained by enclosing a self-addressed, stamped envelope. (10) Bids offered by telephone, telegraph or fax will not be accepted.